

Foster Family Assessment (FFA)/ Adoptive Family Assessment (AFA) Required Documentation Checklist

Document #1
DRAFT

Case Record # _____ Parent 1 _____ Parent 2 _____

Names and ages of children and others living in the home : _____,

_____, _____, _____,

Date Verified	Initials	Doc. #	Items Required
			Applicant Attended Information/Orientation Meeting
			Date of Initial Social Worker/Assessor Contact
			Applicant Completed Pre-service Training. Must attach training log or complete the following (for adoption only – date of waiver, if applicable)
			Additional Training Documentation
			Date of Assessment Visits
			Formal Application
			Release of Confidential Info Forms
			Background Info Disclosure Parent 1 & 2 and other Household Members (age 10 years and older)
			HIPAA privacy signed statement (if applicable)
			Clients Rights (if applicable)
			Parent 1 Questionnaire/Autobiography (if applicable)
			Parent 2 Questionnaire/Autobiography (if applicable)
			Child Description (for every child in the household)
			Birth Certificate Parent 1 & 2 (and all adopted and birth children in the home)
			Marriage Certificate
			Divorce Papers/Decree
			Death Certificate
			Discharge Papers (DD213)
			Verification of Income
			Verification of Child Support
			Daycare and/or School References (for all children in the household)
			Adult Children References
			Personal References (minimum of three)
			Family References (if applicable)
			Employer Reference (For Past 5 Years) Parent 1 & 2
			Record Checks Local Human Services Parent 1 & 2
			Records Checks Local Police Department Parent 1 & 2
			Records Checks Sheriff Department Parent 1 & 2
			Caregiver Background Check Parent 1 & 2 (and all household members age 10 and over)
			Record Checks Driver Record Parent 1 & 2
			Record Checks WI Sex Offender Registry Parent 1 & 2 (and other

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			household members)
			Record Checks Out-of-state Police (past five years) Parent 1 & 2
			Record Checks Out-of-state Human Services (past five years) Parent 1 & 2
			Medical Examinations Parent 1 Parent 2 Children
			Medical Examinations – Other Adults Living in the Home
			Description of Neighborhood (if applicable)
			Water Test-if family has well water <input type="checkbox"/> Alternative Water Plan submitted/approved
			Pet Vaccinations (if applicable)
			Other (AODA Evaluation Psych Evaluation, etc)
			Copies of Prior Foster Home Studies/Files
			Foster Home Checklist
			Foster Home License
			Exemptions or Approvals
			Rehabilitation Documents/Findings
			Fire Inspection Completed (attach if applicable)
			Fire Evacuation Plan
			Notice to School District
			Corporal Punishment Policy
			Life Insurance Policy (copy of declaration page)
			Homeowners/Auto insurance (copy of declaration page)
			Foster Home Confidentiality statement signed
			Insurance & Foster Care Rates Brochure Statement
			Child Characteristics Checklist/Parent Interest Survey Completed by Applicant(s) at the end of assessment process (attach)